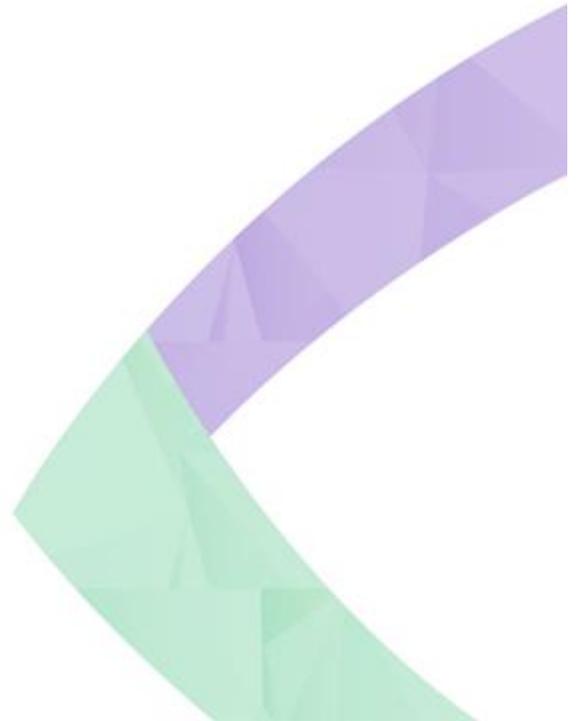
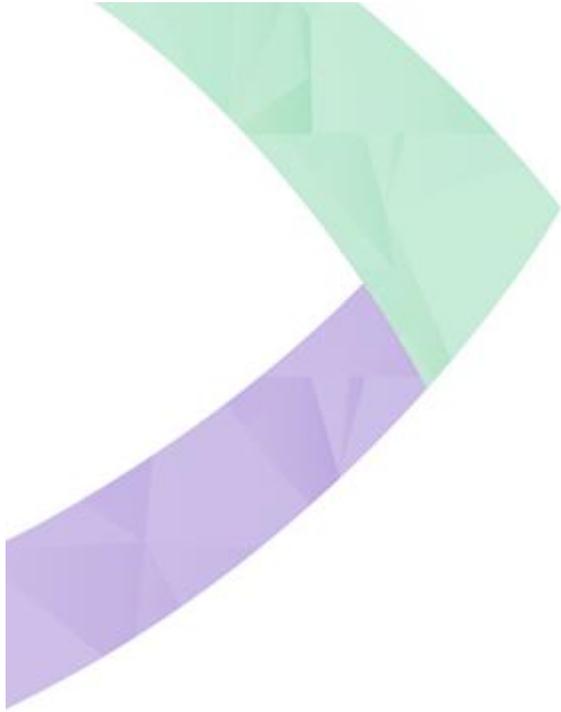




المقاييس السعودية للمهارات
Saudi Skills **Standards**

Deferral or Cancellation of an Institutional Review



Deferral

A deferral is where it is decided, after the training organization has been notified, to move the start date of the review by more than two working days.

Cancellation

A cancellation arises where it is decided that the review of a training organization should not go ahead at all – now or in the future - perhaps because it is closing, ceases to operate altogether or ceases to be a licensed training organization.

SSS conditions for deferral or cancellation of an Institutional Review

To fulfill these principles and in the interest of all involved, deferral or cancellation of a review may only take place in **exceptional** and **fully justifiable** circumstances.

A deferral or cancellation will only be considered if it meets one or more of the following conditions:

1. The training organization is due to merge or close and it is decided that no useful purpose will be served by carrying out a review.
2. The training organization is no longer a licensed training organization or will not be a licensed training organization at the time of the proposed review.
3. At least 75% of the students will not be at the training organization or with their employer for at least half of the scheduled review period.
4. The training organization is closed to all students and students are not available at their employers' premises for at least half of the scheduled review period.
5. If the training organization or a member of the senior management team is subject to a current investigation by Government/Legal bodies that could be compromised by a review of the organization.
6. Upon formal request from TVTC/CoE for Deferral/Cancellation of the review.
7. There are other very exceptional circumstances which, in the judgement of the Director for Institutional Reviews, justify deferral or cancellation of the review.

Cases where deferral or cancellation will not be accepted

1. If a Dean or other senior representative of the training organization is not available, SSS requires that the review proceeds on the basis that the students are still receiving education and training.
2. Building work is not an acceptable reason for deferral or cancellation.

Illness or death

In the event of illness or death of a senior representative of the training organization, the Director of Institutional Reviews will exercise their professional judgement.

Requests for deferral or cancellation

Training organizations that are considering lodging a formal request for deferral or cancellation of their review should study the above conditions carefully, ensuring that at least one of the conditions applies before making any formal request.

The request should be made at least 10 working days before the scheduled starting date of the review, preferably at the earliest opportunity.

A Dean or the most senior representative of the training organization is required to make the formal request for deferral or cancellation. It should be made in writing to the Director of Institutional Reviews at the email address (ir@sss.org.sa).

A final decision will be provided within 10 working days on receipt of any formal request in conjunction with TVTC/CoE.